



JOSÉ RIZAL UNIVERSITY

PUPIL HANDBOOK SY 2024-2025

Elementary School

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FOREWORD

Pupils of Jose Rizal University should consider the University their second home. As part of the University family, they should know its colorful history and achievements. This Pupil Handbook shall outline the rights of the pupils and the different services available to them during their stay in JRU.

Likewise, this handbook shall serve as a guide in the pupils' activities, and behavior inside and off-campus may directly affect the name of the University. Therefore, all pupils must be familiar with the provisions contained in this handbook. Ignorance of the rules and regulations herein does not excuse a pupil from incurring the stipulated sanctions. This handbook also aims to provide proper guidance and information to Basic Education Students on how to go about the flexible learning process in JRU for the coming 2024-2025, different from a regular school year.

While every effort has been made to ensure the accuracy, consistency, and completeness of material available at the time this handbook was made, the University reserves the right to make changes at any time during the school year without prior notice. Such changes shall take effect whenever the University deems them necessary.

OFFICERS OF THE ADMINISTRATION

VICENTE K. FABELLA

President

MIGUEL M. CARPIO

Vice President - Academic Affairs

AUGUSTO K. FABELLA

Vice President

EDNA C. CRUZ

Vice President - Information Systems

SOPHIA D. DETERALA

Dean, Graduate School Division

LILIA R. BAUTISTA

Dean, Law School Division

ALLAN F. GALVEZ

Dean, Business Administration & Accountancy

MA. DULCE B. MANGIBIN

Dean, Criminal Justice Education

LIZA R. REYES

Dean, Computer Studies and Engineering

DON VICENTE C. REAL

Dean, Education, Arts, and Sciences

KATHLEEN G. APILADO

Dean, Hospitality & Tourism Management

TESSIE R. DA JOSE

Dean, Nursing & Health Sciences

ROMEL C. NAVARRO

Principal, Senior High School Division

GRACE MARIE B. MARTIN

Principal, Junior High School Division

JOSEPHINE B. CULALA

Principal, Elementary School Division

LORRAINE R. PARANGUE

Director, Guidance & Testing Office

AUXENCIA A. LIMJAP

Director, Research Office

HIROMI M. LASCANO

Director, Student Development Office &

Community Development Office

BILLY JAY B. ANGELES

Director, Institute of Technology-Based Learning

ELENITA G. SABA

University Registrar

THEODORE U. CALAGUAS

Vice President - Financial Affairs

JEFFERSON S. AQUINO

Vice President - Administrative Affairs

RENANTE G. FERNANDEZ

Director, Accounting Office

MARYBELL B. MATERUM

Director, Administrative &

Human Resource Office

EFREN JOSE Y. SUPAN

Director, Athletics Office

CAROLINA A. FERNANDEZ

Director, Budget & Payroll Office

ADENALD M. COMIA

Director, Customer Advocacy Office

BONIFACIO C. TALENS

Director, Engineering & Maintenance Office

CEZAR C. CABALLES

Director, Information Technology Office

ROSELA D. DEL MUNDO

University Librarian

IVORY JOY C. MALINAO

Director, Marketing & Communications Office

MARIA KARENINA S. GUILLERMO

Director, Quality and Linkages Office

EDITHA A. SANTOS

Assistant Dean, Law School Division

JOSEPH S. DELA CRUZ

Assistant Director, Engineering &

Maintenance Office

REA S. ALBUNA

Assistant Director, Treasury Office

BENJIE A. EVANGELIO

Assistant University Registrar

ELEMENTARY SCHOOL OFFICIALS

Josephine B. Culala
Principal

Ma. Claire M. Guevara
Grade One, Level Chair

Rosa L. Monreal
Grade Two, Level Chair

Raul S. Garcia, Jr.
Grade Three, Level Chair

Marilou A. Manginsay
Grade Four, Level Chair

Jose B. Gano
Grade Five, Level Chair

Roland C. Dalloran, Jr.
Grade Six, Level Chair

HISTORY OF THE UNIVERSITY

Jose Rizal University was originally founded as the Far Eastern College School of Accounts, Commerce, and Finance in 1919 as a non-stock, non-profit, non-sectarian private educational institution to blaze the trail in the field of commercial education. Its founder was the late Vicente Fabella, the first Filipino certified public accountant. The name was subsequently changed to Jose Rizal College in 1922 in honor of the great Filipino patriot and martyr who tried to awaken his countrymen in his writings to the need for economic self-sufficiency and independence.

The university was first located at R. Hidalgo Street in Quiapo, Manila. It offered a four-year bachelor's degree in Commerce as well as high school. It had continued to provide educational services since 1919 except during the Japanese occupation of the Philippines in World War II, when it remained closed as a gesture of protest despite repeated attempts by the occupation authorities at the time to have it opened.

The university reopened after the end of the war in 1945 and, faced with the need for expanded facilities, transferred in 1950 to its present site in Mandaluyong City, then part of the province of Rizal and subsequently Metro Manila.

The university is a founding member of the Philippine Association of Colleges and Universities (PACU) in 1932, the Philippine Association of Collegiate Schools of Business (PACSB) in 1962, the Private Education Retirement Annuity Association (PERAA) in 1974, and the Philippine Association of Personnel Management in Private Schools (PAPMIPS) in 1997.

In its more than 100 years of existence, the university has achieved the singular distinction of having produced a remarkable number of successful graduates who have enjoyed the respect of the nation. Among them are included a President of the Philippines, a justice of the Supreme Court, several members of the legislature and the Cabinet, some ambassadors, no less than twenty heads of banks and financial corporations, several heads of educational institutions, acknowledged leaders in the various fields of industry, commerce, agriculture and trade, and armed forces officers of general rank. It can rightfully claim that it has contributed its share in the molding of character and training of successful graduates.

The careful combination of proven competence in instruction plus valuable experience in the practice of the profession has been the guide of the university in the selection of faculty members. This policy, combined with carefully planned programs in various disciplines and adequate facilities, has formed the basis for the impressive educational record of the university.

VISION OF THE UNIVERSITY

JRU will be a market leader in the use of technology for innovation in teaching and learning to produce graduates of social importance.

MISSION OF THE UNIVERSITY

The University aims to develop its students to become useful and responsible citizens through the effective transfer of relevant knowledge and desirable values.

EDUCATIONAL ORGANIZATION POLICY

Jose Rizal University is committed to provide quality education, research, and extension programs through compliance with stakeholder requirements, promotion of social responsibility, respect to intellectual property, continuous improvement of its organizational system, and the development of competent and professional teaching and non-teaching personnel, all to ensure efficient transfer of relevant knowledge and desirable values.

QUALITY/EDUCATIONAL ORGANIZATION OBJECTIVES

1. Continuously provide academic intervention to its students.
2. Continuously provide feedback loops in satisfying its clients through metrics.
3. Demonstrate a keen sense of social responsibility.
4. Demonstrate knowledge in producing research outputs while adhering to intellectual property.
5. Maintain and continuously develop a competent workforce through effective performance management system.
6. Maintain effective financial, technological, academic, and administrative planning and control systems to implement its goals and objectives.

JRU CORE VALUES

Our core values define how we behave individually and collectively, as inspired by the ideals of the founder. A Rizalian is:

- **Responsible.** A team player who is focused, attentive, gives one's best, and committed to the goals of the University.
- **Considerate and Courteous.** A fair and caring person fully aware of other's rights, feelings, and ideals in making decisions for the University.
- **With Integrity.** A person who acts truthfully, morally, and ethically.

JRU INSTITUTIONAL OUTCOME

A JRU graduate has the competencies and values in the disciplinary area completed such that he/she is a useful and responsible citizen of the country.

PROGRAM OUTCOMES OF THE ELEMENTARY SCHOOL DIVISION

With quality elementary school education that exceeds the national standards and prepares every student for successful high school life, the graduates of the JRU Elementary School Division are able to:

1. Demonstrate understanding and appreciation of key concepts and principles of core subjects as applied through the use of communication and critical thinking skills, practical strategies, and appropriate technology.
2. Apply scientific inquiry skills to solve problems critically, innovate beneficial products, and engage in discussions of relevant issues that involve science, mathematics, and the environment.
3. Exhibit a positive attitude towards work, able to take care of the environment, and has the necessary skills to cope with global challenges.

4. Exercise pride as a Filipino citizen endowed with the love of God and country and shows care and concern for the country's natural resources.

STUDENT OUTCOMES OF THE ELEMENTARY SCHOOL DIVISION

1. Utilize a strong foundation of communication and critical thinking skills.
2. Demonstrate comprehensive knowledge of mathematical skills and scientific concepts.
3. Practice desirable habits and attitudes essential for democratic citizenship guided by Rizalian values.
4. Demonstrate the love of God and the Filipino nation in everyday living.

In addition, the Elementary School places particular emphasis upon developing both familiarity and facility with the English language as quickly as possible, and certain basic desirable virtues which appear to be most effectively provided by the school, rather than by the family or church.

SCHOOL FACILITIES AND SOURCES OF INFORMATION

Jose Rizal University

Shaw Boulevard, Mandaluyong City 1552

Telephone Nos.: 8531-80-31 to 35

Private Exchange Connecting to All Departments.

*(The switchboard is open from 7:00 A.M. to 9:00 P.M.,
from Mondays through Saturdays)*

Fax No.: 8531-60-87

E-mail: support@jru.edu

Website: www.jru.edu

Accounting Office	For school fees assessment and student accounts clearances. Located at the ground floor of Building A (Room A-13)
Administrative and Human Resource Office (AHR)	For employees continuing professional development, medical benefits, request of office supplies, materials and equipment, and services. Located at the 2 nd floor of building A (Room A-22)
Athletics Office (ATH)	For the use of athletic equipment and facilities. Located at the 3 rd floor of the East Tower Building (Building G-37)
Auditorium	For varied events and formal assembly. Located at building H, phase 3, ground floor
Cashier	For payment of accounts. Located at the ground floor of building A (Room A-16)
Centennial Auditorium	For varied events and formal assemblies. It is located at the Centennial Building, 9 th floor.
Computer Laboratories	For computer-assisted instruction and activities. Located at the 2 nd floor of building K (Room K-210 and K-211)

Customer Advocacy Office (CAO)	For inquiries and immediate assistance. Located on the 2 nd floor of Building H, (Room- 202)
Community Development Office (CDO)	For community extension and outreach programs. Located at the ground floor of Building C (Room C-17)
Engineering & Maintenance Office (EMO)	For maintenance and security location of buildings and offices within the campus and request to use of school facilities. Located at the ground floor of the JRU Gymnasium.
Elementary School Library	For books, newspapers, magazines and other reading materials. Located at building K (Room K-209)
Elementary School Principal's Office	For admission, study programs, academic matters, student affairs, excuse slips, and communication to faculty and parents/ guardians. Located at the ground floor of building K (Room K-108)
Guidance & Testing Office (GTO)	For counseling (educational, social, career or personal), testing (IQ, Personality), request of Good Moral Character and application for scholarships. Located at the 2 nd floor of Building H (Room H-212)
Home Economics Room	For hands-on activities related to cooking, homemaking, and workshop. Located at the ground floor of building K (Room K-107).
Institute of Technology-Based Learning (ITBL)	For blended learning courses (Canvas). Located at 2 nd floor Bldg. H (Room H-202)
IT Office (Technical)	For technical support, ID, and email concerns. Located at the 2 nd floor of Building H (Room H-211)
Management Information System (MIS)	For request of ID, creation of accounts, data encoding. Located at the 3 rd floor Building H (Room H-308)
Marketing & Communication Office (MCO)	For student recruitment and brand management. Located at the 6 th floor of Tower Building (Room T-61)
Medical & Dental Clinic (MDC)	For first aid medical and dental services and benefits. Located at the ground floor of Building K (Room K-110)
Prayer Room	Located at the ground floor of building C (Room C-14)
Quality and Linkages Office (QLO)	For maintaining University's quality initiatives and overseeing Linkages that support CHED typology. Located at the 7 th floor or Tower Building.
Registrar's Office	For scholastic records, evaluation, diplomas, certificates, transfer credentials. Located at the ground floor of Building A (Room A-18)
Science Laboratories	For experiments, hands-on and other related activities for Science subjects. Located at the 3 rd floor of building K (Room K-309).
Student Accounts	For student accounts, assessment, examination permits, periodical, and final grades. Located at the ground floor of Building A (Room A-15)
The Office of President (TOP)	Located on the 3 rd floor of Building H, (Room H-309)
Treasury Office (TRE)	For tuition fee adjustments and refunds. Located on the ground floor of Building A (Room A-13)

Vice President for Academic Affairs (VPAC)	Located at 2 nd floor of Building B (Room B-29)
Vice President for Administrative Affairs (VPAD)	Handles the University's support services. Located on the 2 nd floor of Building A inside the Administrative and Human Resource Office (Room A-22)
Vice President for Financial Affairs (VPPIN)	Located on the ground floor of Building A (Room A-12)
Vice President for Information Systems (VPIS)	For class schedule and classroom requests. Located at the 3 rd floor of Building H (Room H-307)
Vice President Office (VPO)	Located at the 2 nd floor of Building H (Room H-213)

1. STUDENT PROGRESS AND RETENTION

1.1 Attendance, Absences and tardiness

1.1.1 Attendance

Punctual and continuous attendance in all classes and all approved co-curricular and extracurricular activities and programs are required of all pupils.

1.1.2 Tardiness

Pupils who incur three (3) tardiness will be allowed to enter the classroom only with an Excuse Slip from the Elementary School Office.

1.1.3 Absences

A pupil may be dropped or given a failing grade if he/she has incurred absences equivalent to twenty percent (20%) of the prescribed number of school days for the school year. However, the Principal may, at his/her discretion and, in the individual case, exempt a pupil who exceeds the 20% limit for reasons considered valid and acceptable to the University. Such discretion shall not excuse the pupil concerned from responsibility in keeping up with lesson assignments and taking examinations where indicated.

Excused and Unexcused Absences

Pupils shall be excused for not attending a school or school-related activity if the school has been notified by the parent or guardian. In addition, excused absences of pupils during special holidays or activities relative to their religion shall be allowed, provided the permission of the faculty and the Principal is sought.

Pupils shall not be excused for not attending a school or school-related activity if there is no valid reason provided for the absence.

1.1.4 Excuse Letter and Excuse Slip

An absent pupil shall be required to present a letter of explanation from his/her parents or guardian or to bring them to school for a short conference with the section adviser or guidance counselor, as the case may be.

Pupils shall be required to secure an Excuse Slip from the Principal's Office after submitting their Excuse Letter and other pertinent documents like the medical certificate to be able to attend their classes again.

1.1.5 School Days and Class Hours

On face-to-face and online classes, sessions are conducted from 8:00 a.m. to 3:40 p.m. on regular school days, with appropriate study/snack and lunch breaks. It follows the prescribed class schedule per subject area, posted in the student's module in the Learning Management System (LMS). Note, however, that the current class schedule is subject to change.

Pupils are not allowed to go out of the campus prior to their dismissal time.

1.1.6 Cancellation of Classes and Specific Procedures

1.1.6.1 Suspension of Classes

In-person and online classes in all grade levels are automatically canceled when Tropical Cyclone Wind Signals (TCWS) 1, 2, 3, 4, or 5 are raised by PAG-ASA. (DO 37, s. 2022).

The Local Chief Executives may announce the cancellation or suspension of classes if there are threats to public health and safety such as heavy rains, strong winds, or floods in all areas of LGU but are not issued a TCWS, earthquakes, transport strikes, and other circumstances. After clearing with the President of the University, the suspension of classes will be announced.

Online Classes During Inclement Weather Conditions. For those attending online class sessions, completing online tasks shall continue during inclement weather conditions. In cases where connectivity is affected due to bad weather conditions, students and subject teachers may agree to re-schedule their online or synchronous session until connectivity is restored.

Self-directed learning. In the event of canceled or suspended classes, pupils are encouraged, whenever possible, to continue with self-directed learning by utilizing the school's Learning Management System (LMS), particularly Canvas, and their textbooks and other available learning materials or references.

1.1.6.2 Specific Procedures

a. Dismissal

In cases where suspension of classes is announced when classes have already begun, pupils will not be allowed to leave the campus immediately for security and safety. Parents/guardians or the designated fetchers are advised to pick up their children immediately as much as possible. If the child cannot be picked up right away or if someone would pick up the child other than the registered fetcher, the parent shall notify the class adviser or inform the Office of the Principal as soon as possible for proper coordination.

b. Re-scheduling of Monthly Examination and Scheduled Activities

Where classes are suspended on the day of a scheduled monthly examination or activity, such as a program or a contest, the examination or the activity will be held a day after classes resume.

c. Make-up Classes

Make-up classes shall be deemed necessary whenever classes are suspended/canceled at least three times between monthly exams and if the class days that are affected fall on Tuesdays, Wednesdays, and/or Thursdays.

If the suspension/cancellation of classes falls on a Monday and/or a Friday, there shall be no need to conduct make-up classes regardless of the number of times they are suspended.

The coverage of the make-up classes will only be the subject/s that are affected by the suspension/cancellation of classes.

A total of three days of suspension/cancellation of classes equals one (1) period of make-up per subject that is affected.

To make up for the lost contact days when classes are suspended, Saturday classes will be held on specific dates to be announced by the Principal.

1.2 Grading, Promotion, and Retention

1.2.1 System of Grading

The school year is divided into four quarterly grading periods, with nine monthly examinations. Each grading period covers the span of two monthly/quarterly examinations.

<u>GRADING PERIODS (4)</u>	<u>MONTHLY EXAMINATIONS (9)</u>
First-quarter	(1) August monthly (2) September quarterly
Second-quarter	(3) October monthly (4) November quarterly
Third-quarter	(5) December monthly (6) January quarterly
Fourth-quarter	(7) February monthly (8) March monthly (9) April Finals

There are two (2) grades given at the end of any current quarter: (1) the first is the quarterly grade for pupil performance during the current quarter alone, and; (2) the second is the cumulative grade at the end of the current quarter, taking into consideration pupil performance in the preceding quarters.

The Elementary School Division uses the percentile system of grading, with 100 percent as the highest possible grade and 60 percent as the lowest posted grade. The lowest passing grade is 75 percent.

The quarterly grade (QG) is obtained in accordance with the following components and relative weights: a weight of 40 percent is given for the monthly (15 percent) and quarterly (25 percent) examinations given during the quarter. The balance of 60% will be obtained from the classwork, which generally contains written works and performance/product tasks.

The cumulative quarterly grade (CG) is the average of the quarterly grades, except for the final quarter (FG) which is double the usual quarterly weight. The final grade point average (GPA) is determined by dividing the sum of the final average rating in each subject by the total number of subjects.

Descriptor and Grading Scale. The performance of pupils shall be described based on the following grading scale:

Outstanding	90-100	Passed
Very Satisfactory	85-89	Passed
Satisfactory	80-84	Passed
Fairly Satisfaction	75-79	Passed
Did not Meet Expectations	Below 75	Failed

1.2.2 Promotion and Retention

Promotion and retention of pupils shall be by subject, and a final grade of 75% is required for promotion to the next grade level.

Pupils who did not meet expectations at the end of the quarter or grading period may be recommended to undergo remediation after class hours to immediately catch up as they move to the next grading period.

Grades 4 to 6 pupils who failed in two (2) or more learning areas at the end of the school year despite the educational interventions given should undergo and pass the remedial or summer classes for learning areas with failing marks to be promoted to the next grade level. Otherwise, the learners are retained in the same grade level.

1.3 Graduation

No candidate for graduation will be permitted to graduate or participate in the commencement exercise unless the following requirements have been satisfactorily fulfilled.

1.3.1 Academic Requirements

A candidate for graduation must have faithfully and regularly attended classes and acquired a reasonable proficiency in each subject. A general final grade of 75% or above is required for graduation.

1.3.2 Financial Requirements

A candidate for graduation must have settled all his/her financial obligations with the

University not later than the end of the last term of the school year in which the pupil hopes to graduate.

1.3.3 School Record Requirements

A candidate for graduation must have submitted all his/her school records and other pertinent documents to the Registrar's Office.

1.3.4 Graduation Honors

1.3.4.1 Kindergarten Promotion

A pupil to be qualified in the graduation honors should not obtain any final grade lower than 80% level of proficiency in any subject. The final general average of the pupils is the basis for determining their rank in the honors list, where the first two are designated First Honors and Second Honors. The number of honor pupils to be awarded with graduation honors shall be 10% of the total number of the graduating class.

1.3.4.2 Elementary School Graduation Honors

The specific Academic Excellence Award given to graduating pupils shall be based on the following requirements:

A pupil to be qualified in the graduation honors should not obtain any quarterly or final grade lower than 80% in any subject.

Academic Excellence Award With Highest Honors. This award is given to candidates who obtain a final grade of 98% and above.

Academic Excellence Award With High Honors. This award is given to candidates who obtain a final grade of 95% to 97%.

Academic Excellence Award With Honors. This award is given to candidates who obtain a final grade of 90% to 94%.

2. PUPIL HONORS AND AWARDS

2.1 Honor Roll

A pupil who obtains a general average of 85% or above, with no quarterly grade lower than 80% in any subject, is considered qualified for inclusion in the honors list.

2.2 Awards

2.2.1 Honors.

To encourage deserving pupils in each grade level, gold medal awards are given to pupils obtaining first honors and silver medals to second honors. Subject honors awards are also given to the pupils who obtained the highest grade at the end of the school year in academic subjects such as Mathematics, English, Filipino, Makabansa, Social Studies, Science, MAPEH, and HLED.

2.2.2 Special Awards.

The Elementary School Division also gives special awards to those students who have shown exceptional growth and excelled in the JRU's four pillars programs: Talento, Talino, Tatag, Taos-Puso, and remarkably embodied the JRU core values. Below are some of the categories of these awards:

1. Boy Scout of the Year
2. Junior Girl Scout of the Year
3. Leadership Awards
4. Cultural/Arts Awards
5. Sports Awards
6. Rizalian Values Awards

The awards are given during the annual Elementary School Recognition Day.

3. PUPIL SCHOLARSHIPS

3.1 Academic Scholarships

Academic Scholarships are made available to encourage deserving students to enroll and finish their studies at JRU. As a general statement, the University reserves the right to review, discontinue, and adjust scholarship parameters at any time as it deems required for all scholarships and financial assistance mentioned below.

3.2 Academic Scholarship A and B

This academic scholarship is available for incoming grade 3 to 6 pupils who finish their preceding academic year as number 1 (Academic Scholarship A), and number 2 and 3 (Academic Scholarship B) in academic ranking in JRU.

For additional inquiries on other scholarships, please contact the Guidance and Testing Office (GTO) at 8531-8031 local 32 or email support@jru.edu. You may also visit the office on the 2nd floor of Building H, Room 212. All scholarship applicants, whether for the first time or continuing, are required to submit a completed application form at the Guidance and Testing Office (GTO).

4. PUPIL CONDUCT AND DISCIPLINE

4.1 Requirements on Campus

The completion of one's registration binds the pupil to agree and to abide by the University policies, rules, and regulations; and to meet the requirements as to attendance, diligence in study, and personal conduct. The continuance of the pupil in the rolls, his/her graduation, and the granting of any certificate are strictly subject to the disciplinary authority of the University.

4.1.1 Identification Card (ID)

Upon entry and while inside the campus, student ID is required to be worn by all currently enrolled pupils. The ID card is to be worn slung over the neck and is required when borrowing books from the Library and for other on-campus identification purposes.

In the event that the ID card is either lost, destroyed, or damaged a replacement card may be obtained from the Information Technology Office upon the approval of the Principal and the payment of the ID Replacement Fee. Whether the ID is left at home or needs to be replaced, the pupil must obtain a Temporary Student ID slip from the Principal's Office to be able to attend classes.

The Identification Card is issued by the Information Technology Office in Building H (Room H-308).

4.1.2 Dress Code and Uniforms

All elementary school pupils must wear the prescribed school uniform during class days.

For girls, the prescribed uniform consists of a white blouse with JRU striped piping, a JRU seal embroidered on the left collar, and a label tag on the right sleeve with the imprinted letters "JR" and JRU colors striped-pattern necktie and skirts, white socks and black shoes.

For boys from kindergarten to Grade IV, the uniform consists of a white polo shirt with JRU striped piping on the sleeves, a JRU seal embroidered on the left collar, and a label tag on the right sleeve with the imprinted letters "JR" short khaki pants, white socks, and black shoes. The uniform is the same for grades V and VI except for long pants instead of short pants.

Pupils scheduled to have their P.E. classes are allowed to wear the P.E. uniform the whole day.

The patterns, prescribed uniforms, and cloth materials are available at the JRU Bookstore on the main campus.

4.1.3 Textbooks

All pupils are required to obtain a complete set of the prescribed textbooks, the lists of which are provided during enrolment and are posted at the University Bookstore.

4.1.4 Personal Belongings

Every pupil is advised to take care of his/her personal belongings, such as books, bags, money, jewelry, etc. The school is not responsible for any loss that may occur within the campus.

4.1.4.1 Lost and Found Items

- a. Pupils should immediately report the loss of anything to the Principal's Office.
- b. The finder must fill up the necessary information provided in the lost and found form (F-EMO-006).
- c. The claimant must specifically describe the lost item or show any proof of ownership. Prior to the release of the item to the claimant, the form must be duly signed.

- d. The authorized office staff will instruct and assist the finder and the claimant in the entire process. The staff is responsible for the safekeeping of the lost properties and record keeping of the information submitted to the office. He/She will post the lost properties regularly. Necessary efforts shall be made to locate the owner, such as posting notices or checking for any identifiable information on the found item/s.
- e. Unclaimed lost and found items shall be kept by the Principal's Office until the end of the school year.
- f. At the end of the school year, unclaimed items shall be disposed of or donated to charity under the division's outreach activities. In some cases, with appropriate approval and clearances, it shall be sold and the proceeds shall go to a designated purpose or a cause.

4.2 Pupil Discipline

4.2.1 On-Campus and in the Classroom

- a. Always observe safety and health standards.
- b. All pupils should be in their respective classrooms as soon as the bell rings.
- c. Pupils should stand and greet whenever school officials, supervisors, or teachers enter the classroom. Pupils are enjoined to pick up scattered pieces of paper on the floor and other rubbish upon entering, before leaving the classroom, and while walking along the corridors or staircases.
- d. The right-hand rule must be strictly observed in entering buildings, ascending and descending the stairways, going from one room to another, and walking along the corridors.
- e. Pupils must wear their hair neatly. No faddish hairstyle is allowed, such as a distracting or ostentatious haircut or hair color. Putting on make-up and colored nail polish is strictly prohibited. Jewelry and other fashion accessories must not be overbearing and should be worn simply.

4.2.2 Library Behavior

- a. With the computerization of the Library system, only those with bar-coded IDs will be entitled to use the library facilities.
- b. Before the pupils leave the library, they should return the chairs properly and see that no piece of paper is left behind.
- c. Pupils can only borrow books using their bar-coded IDs. Any book, newspaper, or reading material that they borrow must be under their proper care. Mutilation of any part of the book or loss of the whole will mean disciplinary action in accordance with the University policy.
- d. Every pupil should abide by all the rules and regulations of the library and must obey and respect library personnel. Any infraction of these regulations will mean a warning, fine, or suspension of his/her library privileges.

4.2.3 Types of Offenses

In line with its function to provide optimal conditions conducive to learning, the school may subject pupils to disciplinary action to observe such norms of conduct and behavior that are expected of them, whether on or off campus.

4.2.3.1 Major Offenses

A major offense merits, after due process, suspension, exclusion (dismissal/forced transfer), or expulsion. The following are considered major offenses.

1. The carrying of deadly weapons such as knives, daggers, ice-picks, knuckles, pellet guns, firearms, and explosives within the University premises, in the athletic games/competitions, educational trips/stage plays, and other official off-campus activities;
2. Possession and or drinking of liquor/alcoholic beverage within the University premises (including the 100-meter perimeter area); or entering and or being in the University in a state of intoxication;
3. Possession of, trafficking, and or use of prohibited drugs/chemicals; or the possession of any regulated drugs without prescription within the University premises;
4. Involvement in fistfights, threatening or inflicting physical injuries upon another within the campus premises (including the 100-meter perimeter area) or during official off-campus activities;
5. Vandalism or destruction of school property or property belonging to any student, employee, school officials, or visitor while on campus, such as but not limited to graffiti on walls, breaking of windows, destruction of chairs and tables, library books, and telephones;
6. Any form of cheating;
7. Any form of extortion, blackmail, or stealing/theft, or an attempt thereof whether or not the purpose or objective is accomplished;
8. Any form of gambling/betting or an attempt thereof within the campus and during official off-campus activities;
9. Deliberate disruption of one's class or that of another, and/or school activities which tends to create disorder, breach of the peace, or serious disturbance not necessarily connected with any academic function;
10. Unauthorized solicitation;
11. Forging, falsifying, and or tampering with official records, receipts, or documents of any kind;
12. Lending, borrowing, tampering with, and/or creating fake certificates, IDs, gate/fetcher's pass, registration cards, and other documents for the purpose of entering and using it within the University premises;
13. Acts of lewdness; commission of any act of immorality or the possession, creation, display, and/or distribution of pornographic material within the University;
14. Leaving the school premises without proper authorization;

15. Gross acts of disrespect, in words or in deeds, which tend to put any University officer, employee or visitor in ridicule or contempt;
16. Use of the University name and/or seal without authority;
17. Any act, omission, condition, status, or circumstance, tending to cause dishonor to, discredit, or contempt for the name of the University;
18. Commission of a third minor offense;
19. Cutting classes/truancy or habitual tardiness;
20. Incurring excess absences;
21. Any form or way of destroying the school and other people's properties.
22. Smoking, use, or possession of tobacco products, including but not limited to cigarettes, cigars, electronic cigarettes; and
23. Any form of bullying and harassment.

4.2.3.2 Minor Offenses

The following are considered minor offenses:

1. The use of cellphones and other electronic gadgets for personal use while inside the classroom, laboratory, library, and other places where learning activities are going on except when authorized by the faculty for instruction/learning purposes;
2. Improper classroom attire (e.g., wearing shorts, caps, slippers, spaghetti straps, cross-dressing);
3. Long/unkept hair (does not follow the prescribed haircut and hairstyle) by male students;
4. Colored Hair;
5. Wearing nail polish and make-up;
6. Wearing earrings by, male students,
7. Wearing more than one earring per ear, female students;
8. Body piercing accessories on any part of the body except earlobes;
9. Visible tattoos;
10. Unauthorized use of University facilities and equipment;
11. Unexcused absences;
12. Littering;
13. Eating inside learning areas, auditorium, gymnasium, library, and prayer room;
14. Playing ball games, badminton, sipa, and other games in the quadrangle/corridors that may cause harm to people and property;
15. Spitting on floors, walls, mirrors, and windows;
16. Climbing trees and gathering fruits;
17. Playing and making unnecessary noise along the corridor and inside the classroom;

18. Not wearing student I.D. and the prescribed uniform inside the campus and during official off-campus activities;
19. Improper use of school uniform and wearing colored undergarments and undershirts;
20. Shouting, swearing/cussing, and saying bad words;
21. Public display of affection such as but not limited to kissing, necking, nuzzling, hugging, cuddling, holding hands, putting one's arm over another's shoulder, sitting on the lap of another;
22. Entering the school premises without approval during special activities that are not coordinated with or sponsored by the elementary school division;
23. Sitting on the tables, windowsills, stairs, and railings;
24. Sliding on handrails of stairs;
25. Tardiness;
26. Loitering along the corridors;
27. Playing with electrical switches, fire alarm systems;
28. Playing cards or unauthorized bringing of toys of any kind inside the school premises; and
29. Fabricate any allegations or falsely accuse somebody of bullying, an act of spreading rumors, or idle talk about others.

4.2.4 Forms of Disciplinary Sanctions

The following are the forms of disciplinary sanctions for serious offenses or violations of school rules and regulations that may be applied to an erring pupil.

4.2.4.1 Suspension

a. Preventive Suspension

A pupil may be immediately placed under preventive suspension during the investigation period or the pendency of the disciplinary proceedings against him. This must be done to maintain an atmosphere conducive to education in the school, preserve decorum in the classroom, and uphold respect for administrators and teachers.

b. Punitive Suspension

After the due process has been observed, a pupil may be suspended from attending class, the number of days of which shall be commensurate to the nature and gravity of the offense committed.

	<u>MAJOR OFFENSE</u>	<u>MINOR OFFENSE</u>
First Offense	2 days suspension	Warning
Second Offense	5 days suspension	1-day suspension
Third Offense	Forced Transfer	2 days suspension <i>(considered as a major offense)</i>

The University reserves the right to accelerate the punitive suspension or another penalty to the pupil (e.g., extend a five-day suspension or greater even if a first offense), depending on its assessment of the extent/degree of the offense committed.

Suspension may take the form of but is not limited to, community and academic work. As a general rule, a suspended pupil is not excused from taking examinations, quizzes, and graded recitations given during the specified period. Therefore, he/she shall be given a failing mark for not taking them, and will not be given special examinations to make up for them later.

4.2.4.2 Exclusion or Forced Transfer

After the due process has been observed, a pupil may be excluded from the honor rolls during the same year if he/she is found guilty of a serious breach of school rules. It takes immediate effect and prevents the pupil from finishing the school year.

4.2.4.3 Expulsion

This punishment is reserved for extremely grave matters inasmuch as no transfer credentials will be issued. Therefore the erring pupil will be unable to continue his/her studies even in another school.

4.2.5 Behavior Outside Campus

Pupils, while wearing the JRU uniform, must observe proper decorum anywhere and at all times. They must not represent or use the name of the University in any off-campus activity without prior approval from the school authority, nor participate in any manner in any unauthorized situation that may cause humiliation, embarrassment, or dishonor to the University.

4.3 Virtual Learning Code of Conduct and Discipline

The University is implementing a Modified HyFlex delivery model combining digital and physical teaching and learning experiences supported by video conferencing equipment and technology (Canvas, Zoom, and digital learning tools). The said arrangement provides a safe and effective learning environment for all students, while still allowing flexibility and accommodation for various circumstances.

In this context, the University shall impose rules for the pupil's virtual learning code of conduct and discipline both within and outside the campus and within the virtual coverage of the pupil enrolled in the University, utilizing the University's online resources. All pupils receiving digital curriculum and direct instruction online are subject to any applicable policies in the Pupil

Virtual Learning Code of Conduct and Discipline. As a virtual learning pupil, there are additional rules and expectations of online etiquette and remote learning. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner.

4.3.1 The Practice of Rizalian Core Values

Guided by the Rizalian core values, every Rizalian is expected to demonstrate proper behavior while conducting online classes whenever and wherever they are. Refusing to act appropriately will be dealt with accordingly.

a. Being Responsible

- Be Participative- *Attendance* is participation-based. Punctual and continuous attendance in all classes, including online sessions, is required of all pupils, which is considered a matter of discipline and factors affecting scholarship. All class activities, whether face-to-face or online, organized by the school, are treated as part of a regular class period.
 - Flexibility shall apply to consider students' internet connection for as long as the learner can join within the time of the online meeting set by the subject teacher. Daily class attendance is taken for all pupils. Whenever pupils are habitually tardy or absent, they may be subjected to school discipline.
- Be safe. Never give sensitive personal information online, like a user ID or password. Always log out. Pupils must use their official University e-mail when communicating with teachers and offices.
- Be smart. Check the spelling and grammar before sending the message or work. Reply and participate.
- Be obedient. Follow the rules of the specific Virtual Learning Classroom. Proper behavior during online/synchronous sessions shall be observed at all times. Respect and courtesy must be accorded to the person talking/presenting online by staying muted during the entire session. One may click the raise hand button, or type on the chatbox section if one wishes to speak or bring up a discussion.
- Be decent. Dress properly for class. Avoid revealing clothes (Sando or spaghetti strapped blouses) and wearing clothes with inappropriate sayings. If a pupil opts to disable his/her camera during virtual sessions, his/her JRU ID Photo must be used only.
- Be accountable. Participation in Cyberbullying and/or Harassment is strictly prohibited.
- Be efficient. Use one's time, energy, and resources wisely. Avoid doing and submitting assignments until the last day. To better manage one's time, use the subject outline and the calendar as a guide. This will also help to develop self-discipline. For synchronous classes, absences will be observed, so video or zoom meetings must be saved on one's device calendar.

b. Being Courteous and Considerate

- Be polite. Always observe and follow Netiquettes when engaging in online activities. Use an appropriate salutation and the person's name to personalize the message. Clarify one's questions with the teachers and work well with classmates/group mates when completing a task.

- Be appropriate. Never send insults, use foul or inappropriate language, or respond to these types of e-mails or messages. Never send or post discriminatory, harassing, or threatening messages or images that defame or slander other individuals (MAO). Never view or exchange obscene materials. Avoid participation, forward SPAM, chain letters, or other unsolicited advertising or messages, or send anonymous e-mail messages.
- Be courteous. Never disturb the virtual learning sessions. Refrain from unmuting when the teacher has placed one on mute. If having a meeting via zoom, be on the zoom meeting at least 5 minutes before the time.

c. Being Honest or With Integrity

- d. Be legal. Obey copyright laws, and don't use others' content or images without permission. To avoid plagiarism, always use in-text citations when submitting articles, reports, etc., which came from the internet. Using Canvas for political and religious activities or any sort of gambling is prohibited. Likewise, unauthorized recording of any class session and transmitting it and unauthorized recording of teachers and/or classmates are not allowed.
- e. Be self-reliant. Must not give or receive unauthorized assistance on/during summative assessments. Do not hesitate to communicate with the respective subject teachers about any class issues. If one is having technical difficulties with/a slow internet connection, one must inform the teacher so he/she can communicate with the learner via e-mail.
- f. Be authentic. Copying, knowingly allowing others to copy from a learner, and/or misusing Internet content will result in disciplinary action: downloading software and electronic files without permission.
- g. Just be honest. A Rizalian does not steal, use, or disclose someone else's code or password without authorization.

4.3.2. Consequences of Misconduct

a. Disciplinary Action

Violations of the Virtual Learning Code of Conduct will initiate the following procedure:

- Upon the violation, the teacher will complete and submit the Incident Report Form. This is to be submitted to the Elementary School Office.
- The teacher will notify the student and parents that the student has violated the code.
- Based on the investigation report, the Grade Level Coordinator will determine and recommend what, if any, disciplinary action will be imposed. A violation will result in disciplinary action and may result in the student's removal from the Virtual Learning program.

b. Disciplinary Sanctions

The following are the disciplinary sanctions that shall be imposed, without prejudice to others as warranted by the circumstances of violations:

In cases of offenses:	Major Offense:	Minor Offense:
First Offense	2-day suspension Online platform is blocked.	Warning

Second Offense	7-day suspension Online platform is blocked	Written Notice 1- day suspension Online platform is blocked.
Third Offense	Suspension, non- readmission, Exclusion	2-day suspension and will be considered a Major offense

4.3.2.1 Parents and Teachers' Mutual Responsibilities

Teachers will keep the parent/guardian informed of the pupils' progress and initiate contact and consultation if they fall behind in their activities or work. As a parent/guardian of a virtual school learner, it is very important to understand the responsibilities associated with that role. With the many distractions pupils have today, it can be difficult for some learners to set aside time to work on their subjects when not in school. Parents/Guardians are expected to co-supervise and co-monitor their children's progress throughout the duration of their studies. Furthermore, parents may contact their child's teacher directly if they have concerns or questions regarding their children's progress.

Most importantly, the school, the teachers, the parents, and the guardians, are partners in:

- encouraging learners to manage their time in an effective way.
- supervising and monitoring the children's progress throughout the duration of their studies.
- guiding, clarifying, and helping them to answer their questions about the subjects and activities they may have.
- supporting academic integrity.

4.3.3 University Portal Internet Usage Policy

All Internet data using the university portal that is composed, transmitted, or received via our computer communications systems are considered to be part of the official records and, as such, are subject to disclosure to the parents, administration, or other third parties. Consequently, the University expects both pupils and parents to abide by the school's Internet usage policy: Data that are composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person.

Abuse of Internet platforms and tools in violation of school policies will result in disciplinary action.

4.3.4 Bullying and Harassment Policy

Harassment is prohibited between members of the school community, including communication of any form between students, parents, faculty, and/or staff, and any third parties directly or indirectly. The University is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an environment must be free of intimidation, fear, coercion, and reprisal. It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. Such prohibitions are emphasized in the following laws and DepEd orders:

- a. Republic Act 10627, or the Anti-Bullying Act (the “Act”), aims to protect children enrolled in kindergarten, elementary, and secondary schools and learning centers (collectively, “Schools”) from being bullied. It requires schools to adopt policies to address the existence of bullying in their respective institutions.
- b. DepEd Order No. 40, S2012-DEPED CHILD PROTECTION POLICY Section 4. Other Acts of Violence- Prohibited Acts of Child abuse; Discrimination against children; Child exploitation, Violence against children in school, Corporal punishment, any analogous or similar acts; and Bullying or peer abuse.
- c. DepEd Order no.55, S. 2013— IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT (R.A.) NO. 10627, OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013.

Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator and if found guilty shall cause disciplinary action.

4.3.5 Academic Integrity Policy

“Academic dishonesty” means employing a method or technique or engaging in conduct in an academic endeavor that contravenes the standards of ethical integrity expected at Jose Rizal University or by a teacher to fulfill any and all academic requirements. There are two kinds of academic integrity violations. One is “plagiarism,” and the other is “cheating.”

4.4 Code of Conduct for Parents/Guardians and/or Visitors

As members of the school community, all parents, guardians, and even visitors entering the school shall behave appropriately, wear appropriate attire acceptable to the academic community, and strive to avoid doing the following to maintain safety, order, and a positive learning environment.

- a. Making derogatory or slanderous remarks about any student, parent, or school staff member through verbal, written, or electronic means.
- b. Communicating (talk to, call, text, email and/or attempt to do any similar act) with any student other than their child, except with prior permission from the student’s parents or guardians;
- c. Picking up or signing out any student other than their own child without written authorization from the student's parent or legal guardian;
- d. Confronting any student or parent involved in a conflict with their child;
- e. Making false accusations of bullying against any individual;
- f. Making anonymous reports about concerns affecting students, teachers, or parents;
- g. Engaging in any other behavior detrimental to the school community;
- h. Approach or talk to any students inside or outside the classroom during class hours unless allowed by the appropriate school personnel;
- i. Refuse to secure a Visitor’s Pass from the guard on duty and inform appropriate personnel of the purpose of the visit; and

- j. Bring with them or have in their possession prohibited items like but not limited to cigarettes, alcoholic beverages, drugs, deadly weapons, pornographic materials in any form, gambling paraphernalia, and other items that are considered to be a threat to the safety and security of the school community.
- k. Approach or talk to any students inside or outside the classroom during class hours unless allowed

4.5. Damages

4.5.1 Liability of Pupils

There are two types of sanctions in case a pupil is found to have been directly responsible for damage to school property or even the property of others while within the school premises, those of financial nature and those of an academic nature. Financial compensation involves the payment by the erring pupil of the cost of the damaged property, whether or not done deliberately, and involves the determination of replacement cost. The second concerns additional disciplinary measures should it appear that the pupil's acts approximate that of vandalism, and may involve administrative sanctions as listed in Section 9.7 above.

A pupil may also be required to shoulder expenses for physical damage and/or injury of a victim incurred as a result of a fistfight or any act of misbehavior. In any case, the amount of the fine is commensurate to the offense committed.

4.5.2 Procedure for Payment

Once the damage has been established and the cost has been approved, the pupil (or, more likely, his parents or guardian) will be required to settle the cost at the Student Accounts Office as soon as possible.

5. PUPIL CO-CURRICULAR ACTIVITIES

Co-curricular organizations related to different subject areas are organized to enhance pupils' interest in related subjects, improve their skills in various fields, and promote harmonious social relationships on the school campus. Organizations related to other curricular areas provide pupils with enriching learning experiences.

To supplement classroom work, the pupils undertake field excursions and educational tours in all curriculum grade levels with parental consent and under the supervised direction of class advisers.

Literary and musical programs are held from time to time, and maximum pupil participation is stressed. A particular day is reserved for elementary school activities during the annual University Week when the school anniversary is observed with appropriate ceremonies.

Pupils of the Roman Catholic faith may be prepared for the First Holy Communion at the indication of the parents.

5.1 School Activities

5.1.1 Athletics

Physical Education is required of all pupils, but exemptions may be granted for physical incapacity as certified by the University physician.

The annual intramural league is an important component of physical education. It is designed to encourage as many pupils as possible, from grades four to six, to participate competitively in several group sports.

5.1.2 Scouting

JRU is active in the scouting movement and is a regular member of the Boy and Girl Scouts of the Philippines. Boys from grades one to three are encouraged to join the Kab Scouts, and those from grades four to six are the Boy Scouts.

Girls from grades one to three are encouraged to join the Stars and those from grades four to six, the Junior Girl Scouts. Likewise, the Kindergarten pupils are encouraged to join the Scouting Movement, Twinklers for the girls, and Kid for the boys.

5.2 Pupil Organizations

5.2.1 Academic Clubs and Co-Curricular Organizations

The current duly recognized pupil organizations are related to different curricular areas that provide the pupils with enriching learning experiences. Every approved pupil organization will be assigned at least two faculty advisers, whose presence will be required at all general meetings and activities involving the entire membership.

The Elementary School academic clubs and co-curricular organizations and activities include the following but not limited to:

Science and Math Clubs. The groups are composed of selected pupils from the intermediate grades. They aim to develop and master skills that will enable pupils to cope with changes in their physical environment and find relevance in what they can discover from their experiences with things around them.

English and Filipino Clubs. Pupils are encouraged to develop their communication skills through these organizations. The training method includes group dynamics, discussions, etc. These clubs sponsor contests such as declamation, spelling, essay writing, comprehension skills, and Buwan ng Wika.

Social Builders Club. Good citizenship training starts at the elementary level. Through this organization, pupils become aware of the need for socialization. One must know himself and the world around him to be able to live meaningfully. The club sponsors the "Great Malay Challenge."

Dance Troupe-GalawRizaliano. The pupils are encouraged to participate in dance troupes to develop ideas about rhythmic actions and wholesome recreational activities through dancing.

Young Rizalians Artists Club. Pupils with a special talent in the field of arts like acting, drawing, or painting are given opportunities to further enrich their special skills by exposing them to various training, activities, and competitions in and outside the school. They are encouraged to join other club activities to create an integrated exercise of pupils' potential.

Intramural. Pupils from grades IV, V, and VI are trained to attain physical growth and development through sports. Pupils are also encouraged to practice the spirit of sportsmanship in different paces of sports to help them become good athletes.

Young Pupils' Catholic Action. This is the elementary school chapter of Student Catholic Action. The activities include evangelization, spiritual formation, community building, social awareness, and leadership training.

ES Dream Teams. The organization provides opportunities to further develop and challenge especially advanced, talented pupils outside the regular classroom and promote maximum participation in the local/divisional, regional, and national competitions.

ES Book Lovers Club. Through this organization, the passion for reading among pupils will be promoted, and participation in various library activities is likewise encouraged.

Young Rizalians' Ukulele Ensemble. Through this club, pupils are encouraged to play and sing with each other while enjoying the sound of the instrument and exploring one's talent in music.

Kiddie G-Res. The organization aims to enhance the research skills of intermediate pupils through guided research as they conduct their own capstone projects in the form of qualitative research.

Kiddie Chef. The club has the purpose of cultivating the young Rizalians' firsthand knowledge and skills in preparing snacks, baking pastries, and cooking basic dishes.

Young Writers Guild. This organization has the main objective of training pupils in journalistic writing. The members of this club are the ones responsible for ESD's official newsletter- the Parents' Digest.

Art Mela. Through this club, the passion for drawing and painting is being developed as the pupils in the primary and intermediate express their ideas and feelings as they showcase their talents and skills in arts.

5.2.2 Objectives

Each pupil organization is organized to intensify the interests of the pupils in related subjects, to improve their skills in various fields, and to promote harmonious interpersonal relationships on the school campus.

5.2.3 Membership

Membership in any pupil organization must be limited to pupils currently enrolled at the University. Basically, academic organizations require members whose grade in the particular subject area is above 80%, while non-academic organizations are open to pupils who are interested in joining. A pupil may join one academic organization and a maximum of two co-curricular clubs within a school year. Every organization must have at least 15 members initially.

5.2.4 Election of Officers

The election of officers should take place within 60 days after the beginning of classes for the school year with the supervision of the faculty advisers. No officer may be elected who does not possess good academic standing.

5.2.5 Meetings

Any meeting or activity requiring the use of any University facility (such as classrooms) or the excuse of pupils from classes should be calendared with the Principal.

5.3 Pupil Publications

The elementary school body shall issue publications in accordance with the rules hereinafter indicated.

5.3.1 The Newsletter

The elementary school newsletter shall be named "Parent's Digest."

5.3.1.1 Basic Policies

The newsletter is primarily intended for parents' and pupils' information, the exchange of pupils' ideas and views, building up school spirit, and assisting in molding pupils' minds in the proper direction.

To serve as a general guideline concerning the subject matter and content as well as the treatment of subject matter which may appear in the newsletter, the following shall be prohibited:

1. Any written or graphic material that the administration considers obscene, vulgar, indecent, gross, sexually explicit, injurious to young readers, and devoid of moral value.
2. Those that tend to incite subversion, insurrection, rebellion, or sedition against the state or otherwise threaten the economic and/or political stability of the state.
3. Those who tend to undermine the faith and confidence of the people, their government, and/or duly constituted authorities.
4. Those that glorify criminal or condone crimes.
5. Those that serve no other purpose but to satisfy the market for violence or pornography.

6. Those who tend to abet the traffic in and use of prohibited drugs.
7. Any material which may be considered libelous or defamatory within the purview of the law in the country or which is not in accordance with the established canons of good and responsible journalism.
8. Any criticism of the government.
9. Those who are libelous or defamatory to the good name and reputation of the University and any member of the founding family, officers, faculty, and other personnel, whether living or dead.
10. Topics with little or no relation to pupil activity.
11. Any work that constitutes plagiarism or that the Editor-in-Chief and/or the Faculty Adviser feels may have been plagiarized, pirated, or violates copyright privileges.

5.3.1.2 Pupil Staff

Within 14 days after the opening of regular classes, the faculty adviser shall hold a competitive examination to determine eligibility for the position of Editor-in-Chief.

Additional positions may be provided as the need may arise upon the recommendation of the Editor-in-Chief and with the approval of the faculty adviser.

5.3.1.3 Faculty Adviser

The Principal shall appoint a faculty adviser for the newsletter. In marginal or doubtful matters for publication, the faculty adviser shall have the final decision after clarifying with the editor concerned. The faculty adviser should bear in mind that good judgment and discretion have no substitutes.

5.3.2 The Yearbook

All eligible graduating pupils are automatically included in the yearbook. An eligible graduating pupil is one who can complete graduation requirements within the school year.

5.3.2.1 Objectives and Policies

The graduating classes of the elementary school publish a yearbook every year entitled "**The Rizalite**." The yearbook is planned, prepared, and published by the graduating pupils with the assistance of faculty advisers.

5.3.2.2 Staff Organization

There will be two yearbook faculty advisers whom the Principal shall appoint. Such faculty advisers usually teach the graduating classes. In the preparation of the yearbook, the members of the editorial staff will be appointed by the Principal upon the recommendation of the advisers. The faculty advisers may call for periodic meetings of the yearbook staff if necessary.

5.3.2.3 Budgets and Finances

The annual fee to be charged to each graduating elementary pupil shall be determined by the Principal upon the recommendation of the faculty advisers. The collection of the yearbook fee from the individual graduating pupils shall be deposited with the University Treasurer.

5.3.2.4 Faculty Adviser

The faculty adviser, together with the Editorial Staff of the yearbook, shall be responsible for the preparation of materials and other documents necessary for the completion of the annual.

6. PUPIL RECORDS

The Registrar's Office is essentially a part of the administrative staff of the University and primarily keeps all academic records of pupils. It is the immediate contact of the DepEd.

6.1 Academic Records

6.1.1. Transfer Credentials

Upon submission and acceptance of the transfer credential, the school shall request in writing the complete school records: F-137/SF10 or Official Transcript of Records (OTR) of the pupil from the school last attended.

F-137/SF10/OTR, Transfer Credentials, and Certification shall be issued only if the admission requirements of the pupil into the University are complete, including F-137/SF10 from the school where the pupil had studied before entering the University, and no outstanding obligation whatsoever. As a general rule, F-137/SF10 shall not be issued directly to pupils but sent to the school where the pupil has enrolled unless authorized in writing by the school requesting Form 137. An elementary pupil can submit a report card marked "Eligible for Transfer and Admission to <grade level>" if there are no academic or financial problems.

For security reasons, F-137/SF10 shall always be issued with the notation "NOT VALID WITHOUT THE SEAL OF THE UNIVERSITY AND THE ORIGINAL SIGNATURE OF THE REGISTRAR."

Preferably, requests for F-137/SF10 and other transfer credentials are ready for release within thirty (30) days from receipt of the request.

6.1.2 Registration

The elementary school division is directly involved in the registration process, while the Registrar is involved in the storage, monitoring, and evaluation of the documents for the following enrolment.

A pupil is considered officially enrolled only if he/she has:

- a) Submit all required admission credentials.
- b) Issued an Enrolment Permit (E.P.).

- c) Made an initial payment of ₱2, 800.00.

6.1.3 Promotion and Graduation

The Registrar's Office and the faculty advisers of the graduating pupils conduct a deliberation in preparation for the final list of candidates for promotion for Kindergarten pupils and graduation for Grade 6 pupils, and subsequently, the printing of diploma and F-137/SF10.

6.1.4 Clearances

Before any pupil is given a credential document to transfer to another school, releases or clearances must be obtained from several offices, including the financial office and the library. The pupil can obtain an application form that will indicate the necessary releases.

6.2 Data Privacy

The University is committed to protecting the privacy rights of its pupils (also known as data subjects) on personal information according to the Data Privacy Act of 2012 provisions. Pupils with their guardians are urged to read and understand the privacy notice posted on the University website, which explains how the University collects, uses, retains, and discloses the personal information of its data subjects. Questions about policy or any complaint regarding the treatment of privacy by the University may be communicated to the Data Privacy Officer.

7. PUPIL ACCOUNTS AND FINANCES

7.1 Tuition and Other School Fees

The tuition for the school year for each pupil will depend upon the grade level. Miscellaneous and other fees may be charged depending on the year level and subject enrolled. The details of tuition and miscellaneous and other fees are available at the Student Accounts Section of the Accounting Office.

A "prompt payment discount" of 10% of tuition is given if full payment of all tuition and miscellaneous fees are made on or before the 7th day from the opening of classes (Prompt Payment Discount). However, if payment is made through a credit card, the "prompt payment discount" is reduced to 7.5% of the tuition fee.

Further information about the prompt payment discount schedule and the deadline for enjoying such privilege may be obtained at the Student Accounts Section in Room A-15.

Pupils who will pay tuition and miscellaneous fees in full after the prompt payment discount period but on or before the 15th day from the opening of classes can no longer avail the prompt payment discount and will be charged the full published rate.

Pupils who are not able to pay tuition and miscellaneous fees in full on or before the 15th day from the opening of classes shall automatically be considered as paying on an "installment basis" and shall be charged the installment rates.

Pupils on an "installment basis" should inquire and secure a schedule of payments from the Student Accounts Section of the Accounting Office located in Room A-15.

The last day of enrolment without fine is the first day of regular classes. Any pupil who is allowed to enroll after the said date shall be considered as a late enrollee and is subject to the late enrolment fine. A pupil paying by check before the late enrollment deadline whose check is subsequently dishonored upon clearing will be considered as not having been paid and will be subject to the late enrollment fine if he makes good after the deadline.

A pupil is not considered enrolled unless the minimum down payment has been paid, in addition to the other requirements for enrolment.

Pupils are required to settle all the back balance(s) and the minimum down payment upon enrollment. Promissory notes are not allowed as settlement of back balances during enrolment.

The University offers various discount privileges, including brother and/or sisters' discounts, Reductions for JRU Kindergarten Graduates, Alumni discounts for first-time enrollees, etc. Further information about discount offerings may also be obtained at the Student Accounts Section in Room A-15.

Please note that the pupil with delinquent accounts shall be subject to penalties. This includes pupils who do not settle financial obligations to the University on time and those who issue "bounced checks."

7.2 Withdrawals, Dropped Students and Refunds

7.2.1 Withdrawals and Dropped Students

Aside from the usual refunds which may be made in cases from overpayment, return of deposits, and the like, refunds may also be allowed in the case of students who wish to withdraw under certain conditions.

From the point of view of the University, a student who withdraws is one who notifies the school in writing (F-REG-004) that he/she is discontinuing his studies for the term. Refunds will be made provided the application to withdraw has been approved by the appropriate division head.

A student who is dropped however is one who does not notify any competent University officer before the end of the term that he is discontinuing his studies. In such a case, the student is charged in full for the semester.

In view of the rationalization of the fees charged for miscellaneous transactions and to enhance financial control over these transactions, no refunds shall be made arising from payments made for the following:

- Certifications of any nature;
- Request for Official Transcripts of Records;
- Requests for Honorable Dismissal;
- Authentication of documents;
- Reprinting of Form 138.
- Request for 2nd copy of Diploma

Also, any pre-enrollment fee or reservation fee paid is non-refundable if the student failed to enroll on the school year the said pre-enrollment applies.

7.2.2 Refunds (Cash and Published Rates)

Subsequent to enrolment, if the student officially withdraws his/her enrollment for any reason, within fifteen (15) calendar days after the opening of classes, the University shall refund all payments already made, but will charge the student the amount of Two Thousand Eight Hundred Pesos (Php 2,800.00) as processing fee.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than fifteen (15) calendar days but not more than thirty (30) calendar days after the beginning of classes, the student shall be charged 25% of the total published tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than thirty (30), but not more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 50% of the total published tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment, for any reason, more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 100% of the total published tuition and miscellaneous fees due. This policy imposed shall be imposed regardless of whether or not the student has been attending his/her classes.

A student is deemed to have officially withdrawn if he/she has properly filed the appropriate JRU Form for withdrawal.

7.2.3 Refunds (Installment Basis)

Subsequent to enrolment, if the student officially withdraws his/her enrollment for any reason, within fifteen (15) calendar days after the opening of classes, the University shall refund all payments already made, but will charge the student the amount of Two Thousand Eight Hundred Pesos (Php 2,800.00) as processing fee.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than fifteen (15) calendar days, but not more than thirty (30) calendar days after the beginning of classes, the student shall be charged 25% of the total installment tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than thirty (30) but not more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 50% of the total installment tuition and miscellaneous fees due. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment, for any reason, more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 100% of the total installment tuition and miscellaneous fees due. This policy imposed shall be imposed regardless of whether or not the student has been attending his/her classes.

A student is deemed to have officially withdrawn if he/she has properly filed the appropriate JRU Form for withdrawal.

7.2.4 Refunds for Withdrawals under Special Circumstances

If, beyond the forty-five (45) days limit, the student requests for withdrawal or transfer to another school due to (1) poor health, (2) unavoidable physical transfer of residence, or (3) events brought about under fortuitous circumstances like flood, fire, earthquake, etc. The student will be charged all pertinent miscellaneous fees (except the diploma fee) plus the tuition fee due whether on a cash or installment basis, covering the period up to and including the calendar month in which he stopped. All the above reasons need a letter of explanation and/or medical certificate. The exemptions are applicable only if the notice of withdrawal is filed by the student before the end of the second preliminary examination.

8. PUPIL PERSONNEL SERVICES

8.1 Health Services

A medical and dental clinic forms part of the services made available to pupils of the University, which is open from 7 a.m. to 5 p.m. from Monday to Friday. Qualified physicians, dentists, and nurses staff the clinic.

The clinic has a limited selection of medications available, but these can be used to cover a broad spectrum of medical conditions expected in the school setting.

A pupil who wishes to avail of the services of the Clinic may inform his/her adviser or classroom teacher, who, in turn, will accompany him/her to the clinic if necessary. In all cases, the clinic staff will assess the child, institute appropriate treatment (which may include providing medication or cleaning/dressing a wound), and inform the adviser or the Principal of the situation. The parent/guardian is subsequently notified of the consultation and the child's medical condition.

Pupils are not allowed to loiter or stay in the clinic if they do not need its services.

8.2 Guidance and Testing Services

Guidance and counseling services are available from the Guidance and Testing Office. Such services can involve the assessment of difficulties in pupils' studies, including the application of appropriate testing and measurement mechanisms to assist the individual pupil in realizing his/her full potential. Guidance and counseling services can include either individual or group counseling or both.

Testing services refer primarily to group testing for school administration purposes, such as to provide benchmarks and indicators for determining the progress of pupils and the quality of instructional output. Such tests are provided by or are given under the supervision of the Guidance and Testing Office. However, certain tests of a mandatory national character, such as the National Achievement Test for grade six elementary pupils by the Department of Education, are undertaken directly by the Principal in conjunction with DepEd.

8.2.1 Child Protection Policy

The University shall take measures to protect the students from abuse, violence, exploitation, discrimination, bullying or peer abuse, and other related offenses in compliance with DepEd Order No. 40, s. 2012- CHILD PROTECTION POLICY.